

#### Public Attorneys



#### Login and Organizations







# Login and Organizations (New Organization)





Login using Login.gov

Setup User Profile (1st Login only)

Step 2

Add New Organization

Step 3

Add Members

Step 4

Setup Shared Mailbox

Step 5

Add Members to Shared Mailbox



#### OALJ & BALCA

#### OALJ (New Case)



Step 1	File a New Case
Step 2	Await DOL Approval
Step 3	Delegate Case (Optional)
	Submit Filings
Step 4	Await DOL Approval
Step 5	
Step 6	<ul> <li>View Servings</li> </ul>

#### OALJ (Existing Case)



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Step 1	Request Access to Cases
Step 2	Await DOL Approval
Step 3	Delegate Case (Optional)
Step 4	Submit Filings
Step 5	Await DOL Approval
Step 6	View Servings



#### Boards – ARB, BRB, ECAB

ARB, BRB, ECAB (New Appeal)



Step 1	File a New Appeal
Step 2	Await DOL Approval
Step 3	Delegate Appeal (Optional)
Step 4	Submit Filings
Step 5	Await DOL Approval
Step 6	View Servings

ARB, BRB, ECAB (Existing Appeal)



Step 1	Request Access to Appeal
	Await DOL Approval
Step 2	Await DOL Appiovai
Step 3	<ul> <li>Delegate Appeal (Optional)</li> </ul>
	Submit Filings
Step 4	
Step 5	Await DOL Approval
Store 6	View Servings
Step 6	